

EFFECTIVE

May 1, 2018.

Subject(s)**Administrative Policy Organization (APO) 216, Office Space**

Always request assistance from the Bureau of Organizational Services, Occupancy & Leased Management (BOS-OLM) to:

- Adjust, move, install or remove any modular furniture.
- Relocate unusually heavy equipment such as safes or filing systems.
- Complete any remodel or upgrade projects.
- Drill holes in any surface. Whenever possible use existing wall hangers. Frame all pictures and do not apply tape or adhesive directly to walls.
- Perform electrical wiring, plumbing.
- Access any ducts, vent openings, conduit, ceiling, or sub-floor/raceway space.

Complete a DHS-2113, Occupancy Services Work Request, for occupancy services work requests; for further information related to state-owned facilities see [400.06, Approval and Process for Office Moves and Configuration Changes](#) at [inside.michigan.gov/DTMB/WorkResources/Policies, Standards & Procedures/ DTMB Administrative Policies](http://inside.michigan.gov/DTMB/WorkResources/Policies,Standards&Procedures/DTMBAdministrativePolicies).

Administrative Policy Hospital (APH) 100, Manager Work Schedules

APH-100, Manager Work Schedules, is being removed from the Michigan Department of Health and Human Services (MDHHS) policy manuals. For alternative work schedules, voluntary work schedules and the adjustment program and telecommuting policy see Administrative Policy Human Resources [\(APR\) 261](#).

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[APO 216](#)

Deleted Items ...

APH 100